



Development Assistant (Part-Time)

Job Summary

The Development Assistant role offers a dynamic opportunity to plug into Roots Rising's core fundraising systems. The role is ideal for someone comfortable with research, data entry, and on-site event assistance. Roots Rising practices shared leadership. The Development Assistant will work in close partnership with the Development Director, and along with the Development Director, will collaborate with and be supported by the Executive Director, Operations Director and Finance Specialist.

Statement of Equity

Roots Rising encourages candidates from all backgrounds to join our team. We believe that a diverse team enhances our ability to fulfill our mission and grow as an organization. We are committed to creating an equitable and inclusive work environment where each employee's contributions are recognized, valued, and celebrated.

Roots Rising is proud to be an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, age, physical or mental disability, or other applicable legally protected characteristics.

Over and above our commitment to nondiscrimination, we believe that our organization should reflect the communities we serve. In staying true to this commitment Roots Rising actively seeks to employ members of the community who have experienced food insecurity, as well as members of historically marginalized groups, including, but not limited to, Black and Brown folx, LGBTQ+ folx, and differently abled folx.

Organization Overview

Roots Rising is an award-winning organization whose mission is to empower youth and build community through food and farming. Our vision is to lift up teens as community changemakers and strengthen the local food system through the transformational power of meaningful work.

Roots Rising has three main initiatives: our Pittsfield Farmers Market, our Youth Crews, and our upcoming Farm and Education Center.

Our Pittsfield Farmers Market was founded on the belief that everyone deserves access to fresh, healthy food. More than just a place to shop, our year-round, teen-run Market is a vital hub for food justice and a vibrant community gathering space.

Our Youth Crews hire teens to work on farms, in food pantries, and at our Market. These Crews provide teens with the opportunity to engage in meaningful work—work that serves a larger social good. We believe that meaningful work helps youth feel purposeful, capable and connected.

Our upcoming Farm and Education Center will nurture the next generation of food system changemakers, while welcoming the community to connect with the land, grow food, and learn alongside us.

Job Responsibilities

Fundraising Support

- Attend fundraising-related staff meetings.
- Identify potential new grant opportunities, corporate sponsors and other funding opportunities.
- Research and create internal materials for grant applications.
- Track grant application and reporting deadlines.
- Support the Development Director and Executive Director with compiling and writing grant applications and reports.
- Research national and local trends related to community challenges and benchmark successful strategies used by peer organizations.
- Assist with creating reports and presentations on fundraising progress.
- Track progress of fundraising campaigns and on-going capital campaign.
- Record and acknowledge in-kind donations.
- Work with the Operations Director to pull and analyze data from organization-wide surveys.

Donor Relations

- Enter and maintain accurate donor information in the donor database (Neon CRM).
- Work with the Development Director and Operations Director to pull reports from Neon CRM.
- Create and track donation acknowledgment letters.
- Support donor cultivation and stewardship efforts.
- Research and identify potential individual donors.
- Assist with donor communication and outreach.
- Review and update, as needed, sponsorship benefits for all major donors.

Event Support

- Attend all fundraising event meetings, including for monthly Gala Committee meetings.
- Provide on-site support during donor cultivation and fundraising events.
- Support coordination for fundraising and donor appreciation events.
- Work with the Development Director to acquire auction items and sponsorships for fundraising events.
- Assist with tracking auction solicitation and procurement.
- Support in writing descriptions for auction items and managing auction software.

Required Qualifications

- 1–3 years of experience in fundraising, development, or a related nonprofit role
- Two or more years of grant writing experience
- Strong research and analytical skills, including the ability to identify trends and benchmark best practices.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives for grants and donor communications.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines.

Additional Helpful Qualifications

- Experience with donor database systems (preferably Neon CRM) or a demonstrated ability to learn new software
- Proficiency in Google Suite

Compensation & Schedule

The Development Assistant is a part-time, non-exempt position, compensated at \$20/hr and averaging 15 hours per week. Daily work hours are flexible and can usually be chosen in accordance with the Development Assistant's schedule, if not in conflict with upcoming deadlines. This position is a hybrid role, with regular in-person group work in Pittsfield, MA.

Benefits

Roots Rising aims to support a balanced and joyful life for our employees. Our goal is a healthy, successful work environment for all, with the understanding that employees have varying needs. For part-time employees, benefits include a SIMPLE IRA retirement plan. Full list of [benefits for part-time employees can be found here](#).

How to Apply

Please submit a resume and brief cover letter detailing your experience and interest in the role to info@rootsrising.org. Applications are accepted on a rolling basis. We anticipate scheduling interviews starting in April 2025, with the goal of a May 2025 start date.